

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - CHILD CARE PLANNING AND SUPPORT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Director I - Child Care Planning and Support, oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation; manages and coordinates the communication, meetings, partnerships, and programs of the LPC; manages the budgets and staff assigned to the LPC and ensures accurate and timely reports to the California Department of Education ("CDE"); serves as a representative of the County Superintendent of Schools at State and local meetings and events; serves as a technical resource to the County Superintendent of Schools, Office staff, and the community regarding early learning at the local, State and national level.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code.

Manages and coordinates the communication, meetings, partnerships, and programs of the LPC; serves as point of contact between LPC and CDE.

Develops and directs LPC programs, contracts and budgets; develops the annual budget for LPC programs.

Provides technical expertise information and assistance to the County Superintendent of Schools regarding Early Learning Child Care issues and programs; represents the County Superintendent of Schools and Santa Clara County Office of Education ("SCCOE") at State and local meetings.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, including overseeing data gathering and development of reports and plans mandated by CDE including LPC Priority Zip Codes, Early Care and Education Needs Assessment, Voluntary/Temporary Transfer of Funds Processes and other reports.

Coordinates the implementation of the Santa Clara County Pilot Subsidy Plan A.B. 2368 in collaboration with CDE and participating California General Child Care and Development and California State Preschool providers; directs the data collection and preparation of a variety of reports to CDE.

Serves as point of contact between LPC and community; represents LPC in local planning and coordination activities; staffs LPC sub-committees; serves on various early learning advisory groups as the SCCOE representative.

Develops, coordinates and implements professional development trainings to address needs identified by State Child Care Providers and/or the LPC, including activities supported by A.B. 212 funding.

Oversees the California Transitional Kindergarten Stipend Program; develops, coordinates and promotes the stipend application process in partnership with assigned staff.

Oversees specialized research and reports representing the priorities of the LPC and of the County Superintendent of Schools in support of expanded access to quality early care and education in Santa Clara County.

Advises, advocates, and serves as a technical resource on State and local policy, legislative activity, and provides testimony on items related to early care and education.

Provides support to the LPC; maintains and updates mailing lists and related correspondence; disburses correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops; plans, coordinates, schedules and facilitates LPC meetings.

Serves as a technical resource to LPC members, early learning providers, families, community agencies, school districts and community members regarding early learning initiatives; provides advisory and referral services to early learning agencies, the educational community and the general public.

Directs the formulation and development of policies, procedures and programs; implements proper organization structure for assigned programs and functions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Maintains current knowledge of laws, codes, regulations and pending legislation relevant to the position; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Develops and oversees special projects and Child Care Planning and support activities as required.

Attends and conducts a variety of meetings as assigned, some of which may be held beyond the normal work day hours.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development and early care and education programs and systems.

Educational programs, services, standards, requirements and procedures of LPC and early learning entities.

Local and County child care providers.

Child Development programs offered by CDE.

Contract procurement and management.

Grants and funding concepts.

Federal, State and local laws, ordinances and codes pertaining to child care programs.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Intermediate math.

ABILITY TO:

Coordinate correspondence, meetings and partnerships for the LPC.
Provide support to the LPC.
Represent the County Superintendent of Schools and SCCOE at State and local meetings.
Maintain records, collect and analyze data, and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Develop and manage budgets and adhere to legal requirements.
Complete work with many interruptions.
Meet schedules and timelines.
Add, subtract, multiply and divide quickly and accurately.
Speak to small and large groups with poise, clarity and confidence.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in child development, early childhood education, or a related field, and five years of increasingly responsible child care planning and support experience with an educational agency that provides early care and educational services. At least one year of experience managing and coordinating complex projects or at least one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

Personnel Commission Approval: May 9, 2018



Jonathan Muñoz
Interim Director – HR/Classified Personnel Services

05/09/18

Date